



Lehakoe Recreation and Cultural Center

Request for Proposal

Network Expansion Project

Request for Proposal No. *CBL/FNC/IOD/13/Z/TC/05/2009*

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Submission Location:

Central Bank of Lesotho

Cnr. Moshoeshoe & Airport Roads
Maseru, Lesotho

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1. Executive Summary

The Lehakoe Recreation and Cultural Center, hereafter referred to as LRCC, maintains a Local Area Network (LAN) than spans two of its building blocks: Gym Area and Club House. This network is also connected to the Internet with a leased line through a local Internet Service Provider (ISP) at 64kbs. The LAN connection access points are not labelled and it has left out Accounts building and the Cultural Centre.

Through this document, LRCC invites proposals for the network expansion of its network to include the mentioned buildings by way of a wireless network and to undertake the labelling of the existing network.

Full requirements are detailed in the remaining sections of this Request For Proposal (RFP). Section 2 provides administrative information for prospective Proponents, while section 3 addresses the work to be done.

2. Administrative Requirements Section

2.1. Request for Proposal Information

2.1.1. Terminology for this Request For Proposal

Throughout this Request for Proposal (RFP), terminology should be as follows:

- a) “**Center**” means Lehakoe Recreation and Cultural Center ;
- b) “**Contract**” means the written agreement resulting from this Request for Proposal executed by LRCC and the Contractor;
- c) “**Contractor**” means the successful Proponent to this Request for Proposal who enters into a written Contract with LRCC;
- d) “**Executive Management**” means the high-level management committee of LRCC composed of the Governors and the Heads of department.
- e) “**Must**”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;
- f) “**Proponent**” means a person or body corporate that submits, or intends to submit, a proposal in response to this “Request for Proposal”;
- g) “**Should**” or “**desirable**” means a requirement having a significant degree of importance to the objectives of the RFP.
- h) “**Tender Committee**” means the Lehakoe Recreation and Cultural Center Tender Committee commissioned by the Governor to issue, receive, assess tenders and recommend selection of successful Proponents for the procurement of goods and/or services.

2.1.2. Delivery of Proposal

Two copies (one original and one copy suitable for reproduction) are required to be delivered at the main reception and should be deposited in the box marked “Tender Box” of the Central Bank of Lesotho

E-mail copies are **not acceptable**. All envelopes should be sealed and marked

“Proposal for Network Expansion Project”

Ref: ***CBL/FNC/IOD/13/Z/TC/05/2009***

2.1.3. Proposal Time-Frames

Closing Date
and Time:

All proposals must be delivered to the location specified in section 2.1.2 by: **May 22, 2009 no later than 14h30**

2.1.4. Contact Person

Enquiries related to this RFP are to be made, in writing. Information obtained from any other source is not official and should not be relied upon.

a) Technical enquiries regarding this RFP should be directed to:

Mr. Mokopela T'sepe
Systems Administrator
Lehakoe Recreation and Cultural Center
P.O. Box 1130.
Maseru 100
Telephone: **(266) 22317640**
E-Mail: mtsepe@lehakoeclub.co.ls

b) Administrative enquiries regarding this RFP should be directed to:

Mr. N. Molapo
Secretary, Tender Committee
Central Bank of Lesotho
P.O. Box 1184.
Maseru 100
Telephone: **(266) 22232091** Fax: **(266) 22310051**
E-Mail: nmolapo@centralbank.org.ls

Enquiries or questions will be filed and may be distributed to all Proponents at the discretion of the Bank. Depending on their nature, questions may not necessarily be answered

2.2. Request for Proposal Process

2.2.1. Eligibility

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Bank's opinion, give rise to a conflict of interest in connection with this project. Only proposals that comply with all the requirements of this RFP will be considered.

2.3. Proposal Preparation

2.3.1. Proposal Format

While the format of a proposal is left to the discretion of a proponent, the following aspects should be included:

Project work plan

- i) Must provide a detailed description of activities to be performed, time frame required to undertake each part of the project as detailed in business requirements section, projected start and completion dates and project milestones.
- ii) Must show an impact analysis on network based systems during this expansion project, with particular emphasis on any envisaged systems' down time, if any.

Risk management

- i) Any assumptions included as part of the Proponent proposal must be clearly stated with a quantifiable impact;
- ii) Any conditions to which LRCC must comply to ensure the success of the proposed approach must be stated.
- iii) An identification of any risks which may be associated with this project, with suggestions for mitigation of the risks, should be made.

Project team & experience

The Proponent should provide a brief summary of suitability of the proposed project personnel which outlines specifically the qualifications, certifications and experience relevant to this project; example:

- i) Description of relevant experience on network cabling projects on the part of the Proponent and the proposed project team;

- ii) Activities or contracts were performed as a subcontractor or a joint venture should be clearly indicated, stating the extent of involvement thereof;
- iii) Relevant corporate references should also be provided. Corporate referees may or may not be contacted as part of the evaluation process.

Any additional information, brochures, etc., should take the form of appendices.

2.3.2. Changes to Proposal Wording

The Proponent will not change the wording of the proposal after closing date and no words or comments will be added to the proposal unless requested by LRCC for purposes of clarification.

Modifications to a submitted proposal must be deposited in the Tender Box by the closing date in a sealed and suitably marked envelope. LRCC may request clarification on the general conditions or detailed specifications.

2.3.3. Irrevocability of Proposals

After the closing date all submitted proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a contract with LRCC.

2.3.4. Costs of Responding

The RFP document is obtainable free of charge. However, Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with LRCC, if any. If LRCC elects to reject a proposal, LRCC will also not be liable to any Proponent for any claims in preparing the proposal whatsoever.

2.3.5. Site Visit

A **mandatory** site visit for Proponents shall be held on Thursday, May 14, 2009 at 10:00hrs. The site visit is meant to enlighten proponents on the physical dynamics of the environment.

2.3.6. Proposal Validity & Firm Pricing

Proposals will be valid for at least 90 days after the closing date and prices will be firm for the entire project duration.

2.3.7. Financial Proposal

Proposals should show a complete breakdown of fees, e.g. the costs for equipment, labour etc. should be shown separately.

2.3.8. Currency and Taxes

Prices quoted are to be:

a) In Maloti (1 Loti = 1 S.A Rand);

The successful Proponent will be subject to taxation laws applicable in the mountain Kingdom of Lesotho.

2.4. Additional Information

2.4.1. Acceptance of Proposals

This Request for Proposal should not be construed as an agreement to purchase goods or services. LRCC is not bound to enter into a contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in terms of the evaluation criteria.

2.4.2. Modification of Terms

LRCC reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this Request for Proposal (RFP) at any time prior to entering into a contract with the successful Proponent.

2.4.3. Ownership of Proposals

All documents, including proposals, submitted to LRCC become the property of LRCC.

2.4.4. Restriction of Use

This RFP or any portion thereof may not be used for any purpose other than the submission of proposals.

2.4.5. Confidentiality of Information

All proposals submitted by Proponents shall be held in strict confidence and will not be revealed to any other party.

All Information pertaining to LRCC obtained by the evaluation of proposals will be based on mandatory and desirable criteria.

(NB Proposals not meeting mandatory requirements (or not demonstrating that they meet them) will receive no further consideration during the evaluation process.)

2.4.6. Mandatory Criteria

Proposals must include the following ***mandatory*** requirements:

Information that is obtained by the Proponent as a result of participation in this project is confidential and ***must not be disclosed without written authorisation from LRCC.***

2.4.7. Payment Holdback

LRCC may hold back a percentage of the total contract price until the requirements outlined in this RFP have been met, approved, and accepted by LRCC. Approval or acceptance by LRCC shall be in the form of a Certificate of Acceptance.

2.5. Acceptance of Terms

All terms and conditions of this RFP are assumed to be accepted by the Proponents and incorporated by reference in their proposals, except such conditions and provisions that are expressly excluded. Signing of a contract between LRCC and the successful Proponent shall mark the beginning of the project.

3. Business Requirements Section

3.1. Requirements and Project Scope

3.1.1. Background

LRCC maintains a Local Area Network connected to the Internet through local Internet Service Provider (ISP) at 64kbs. This internal network spans the Gym and Club House building blocks of the LRCC. The other two blocks: Accounts and Cultural Centre are currently isolated. Also, the existing network access points are currently not labelled.

There's a growing need for sharing of networking resources by all users at LRCC, including access to the Internet and email services. Hence a need to undertake the project for expansion of the existing network to include Accounts and Cultural Centre.

Project overview and scope

The Network Expansion project entails the following:

1. Establishing network connectivity between the Club House, Accounts and Cultural Center building blocks, through the use of wireless bridges.
2. Supplying and Installing new access points and reallocation of some of the existing points
3. Supplying and commissioning of wireless LAN bridges
4. Setting up network security for the resultant wireless LAN
5. Undertaking to label all access points at LRCC especially at the patch panel

3.1.2. Project Objectives

The main objectives of this project are:

1. To facilitate sharing of applications, file storage and other resources by all users of LRCC network.
2. To facilitate easier electronic communication amongst all users
3. To facilitate easier troubleshooting on the network
4. To maintain a neater environment through the use of wireless networking

3.1.3. Project deliverables

The following are expected deliverables:

- A working network connection between the Club House, Accounts and Cultural Center building blocks.
- A working communication channel amongst all LRCC users
- A configured network security for access onto the wireless LAN. Specifically, the bridges at the Accounts and the Cultural Center building blocks should be configured to provide point to point access, while the one at the Club House should be configured to provide point to multi point connection.
- Documentation of the security configurations
- 6 newly installed points and 3 points relocated (refer to 2.3.5 above)

3.1.4. Wireless LAN bridges specifications

Model	3 * EnGenius ECO-3220 +
Data Rates	54Mbps +
Operating Modes	Point-to-point, point-to-multipoint, Access point
Network interface	1*10/100Mbps RJ-45
Roaming	IEEE802.11x
Security	IEEE802.11X authenticator, WPA/Pre-shared key, MAC filtering, VLAN Tunnelling
Power	Power over Ethernet -48vDC/0.7A
Operating Temperatures	Operating -20 °c to 70 °c Storage -40 °c to 80 °c
Configuration	Web based configuration, HTTP Telnet
Package Content	Waterproof kit, wall mounting kit, Active power over Ethernet injectors, user manual CDs, AC/DC adaptor, grounding cable, mast mounting kit

3.1.5. Project management and execution

The Proponent will be expected to have a senior member of their project team who shall be responsible for project management. It is mandatory that the Proponent should assume primary responsibility for the smooth execution of the project.

The Proponent is expected to provide a project plan showing a detailed break down of tasks to be executed to complete the mentioned network expansion project.

3.1.6. Other Conditions

- a) All project meetings and interviews with relevant stakeholders will be held at the Lehakoe Recreation and Cultural Centre's office in Maseru.
- b) The Proponent's project team will be fully familiar with the chosen tools and techniques applied in the project.
- c) The Proponent shall take the full responsibility of ensuring that all required expertise is available at the right time throughout the project execution.
- d) The project team will be working from LRCC's offices while carrying out the project activities.
- e) Both paper and electronic copies of the deliverables will be handed to LRCC and retained by the same as required.
- f) LRCC will ensure that required information is provided as available, and organise facilities for planned interviews, location visits and meetings, and execute its obligations to the project in a timely manner.

3.2. Evaluation Criteria

Evaluation of proposals will be based on mandatory and desirable criteria.

NB: Proposals not meeting mandatory requirements or not demonstrating that they meet them will receive no further consideration during the evaluation process.

3.2.1. Mandatory Criteria

Proposals must include the following ***mandatory*** requirements:

- a) Experience of Proponent in network cabling and wireless communications, substantiated by contactable reference sites. NB. Reference sites shall be considered relevant if they host a minimum of 35 users.
- b) Team members' network cabling experience, qualifications or training substantiated availability of certification thereof.

3.2.2. Desirable Criteria

Proposals meeting the mandatory criteria above will be further evaluated based on the following desirable criteria:

- a) Qualifications and/or training on wireless networking. Higher qualifications and experience shall be given preference.
- b) Clarity of project management approach in terms of attainment of project deliverables, as given in 3.1.4 above.
- c) Competitiveness of professional fees.

Appendix A Evaluation Criteria Model

MANDATORY CRITERIA	0%
1. Experience of Proponent in network cabling and wireless communications, substantiated by contactable reference sites. NB. Reference sites shall be considered relevant if they host a minimum of 35 users.	Yes/No
2. Team members' network cabling experience, qualifications or training substantiated availability of certification thereof.	Yes/No
Failure to achieve a "Yes" rating for all the Mandatory criteria above will disqualify the Proponent's proposal from further review.	

DESIRABLE CRITERIA	100%
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A) Approach	30%
3. Clarity of project management approach in terms of attainment of project deliverables, as given in 3.1.4 above	
4. Quality assurance strategy	
5. Availability of product guarantees	
B) Experience	30%
6. Qualifications and/or training on wireless networking	
7. Duration of experience on implementation of wireless networks	
8. Strong background on network security	
C) Pricing	40%
9. Professional fees	
10. Support/Maintenance	
11. Any other fees	